



MASTER LICENSE SERVICE
 DEPARTMENT OF LICENSING
 PO BOX 9034
 OLYMPIA WA 98507-9034
 Telephone (360) 664-1400

City License Fee Sheet

In most cities, a city license is required for businesses operating within the city limits, including those businesses that are located outside the city limits but perform services for customers inside the city limits. Businesses located outside city limits must carry a copy of their license while operating in the city.

Some cities **may** exempt special types of businesses from being licensed. Some examples of those types of business **may** include:

- Farmers selling their own produce
- Newspaper deliveries
- Limited number of casual sales (garage sales)
- Churches and other religious organizations
- Charitable fundraising organizations
- Fraternal benefit societies
- Participants in a city-sponsored community event
- Delivery of goods sold outside the city

A city may require proof of qualifying for an exemption. If you think your business qualifies for exemption, contact the city directly for more information.

You may apply for the General Business License for the following cities using the Master Application form at the same time you apply for state licenses and registrations. Check our business licensing information at <http://www.dol.wa.gov> or contact the cities directly to determine if they require other licenses for particular business activities.

Additional forms and city approval are required for each city.

CITY OF ANACORTES

General Business License **\$30**

Nonprofit Business License **No fee**

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

CITY OF BELLEVUE

General Business Registration **\$28**

In addition to the general registration, a Home Occupation Permit is required for businesses that conduct any part of business from their home in Bellevue if there is any external indication of commercial activity, nonresident employees, client visits, business deliveries or vehicle signs. For information contact the Bellevue Dept. of Planning & Community Development at (425) 452-4188.

Bellevue regulatory licenses which may be needed **in addition to** the General Business Registration.

Ambulance	No fee
Cabaret	\$400
Adult Cabaret	\$700
Dance Hall Premises	\$375
Pawnbroker	\$100
Dealer-Precious Metals/Gems	\$100
Panoram	\$200

Note: A Temporary Special Event license is required for anyone promoting a special event open to the public where 15 or more vendors are participating in selling, bartering, exchanging or displaying goods or services. This license must be obtained directly from the City of Bellevue at (425) 452-6851.

CITY OF DUVALL

General Business License **\$55**

Nonprofit Business License **No fee**

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

Note: Temporary business licenses must be obtained directly from the City of Duvall at (425) 788-1185.

CITY OF GIG HARBOR

General Business License **\$20**

Nonprofit Business License **No fee**

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

Note: Temporary business licenses must be obtained directly from the City of Gig Harbor at (253) 851-8136.

CITY OF ISSAQUAH

General Business License **\$60**

Nonprofit Business License **No fee**

Nonprofit businesses must be licensed. A no-fee business license is available for businesses that have been granted a 501(C) tax exemption by the IRS.

Note: Temporary business licenses must be obtained directly from the City of Issaquah at (425) 837-3100.

More cities listed on the reverse side of this form.

If you need assistance through the Telecommunications Device for the Deaf, call TTY (360) 664-8885. To request this document in an alternate format for the visually impaired, call (360) 664-1400.

CITY OF MONROE

General Business License **\$50**

Businesses located **outside** of the City of Monroe are not required to be licensed by the city.

Nonprofit Business License **No fee**

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

Note: Contact the City of Monroe for regulatory information at (360) 794-7400.

CITY OF RICHLAND

General Business License **\$40**

Per Employee fee (first 2 employees free) **\$12**

Property rental fee (per rental unit) **\$2**

See Richland License Category Sheet and addendum for more information.

Note: Temporary business licenses must be obtained directly from the City of Richland at (509) 942-7313.

CITY OF SAMMAMISH

General Business License **\$15**

Note: Nonprofit business licenses must be obtained directly from the City of Sammamish at (425) 295-0500.

TOWN OF SKYKOMISH

General Business License **\$25**

Nonprofit Business License **No fee**

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

Note: Temporary business licenses must be obtained directly from the Town of Skykomish at (360) 677-2388.

CITY OF SPOKANE VALLEY

General Business License **\$13**

Apply separately for each physical location of your business that must have the Spokane Valley license.

Nonprofit Business License **\$3**

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation or submit a copy of the business' IRS 501 (c) certificate with their Master Application. Nonprofit organizations located outside of the city are exempt from city licensure.

CITY OF SULTAN

General Business License **\$75**

CITY OF TUMWATER

General Business License **\$50**

Includes canvassers, peddlers, solicitors and mobile units as well as other commercial businesses.

Nonprofit Business License **No fee**

Businesses qualify for the nonprofit license if they are registered with the Office of the Secretary of State as a nonprofit corporation.

CITY OF ZILLAH

General Business License **\$50**

Additional cities may join the Master License Service.
Visit our website or contact us for a current listing:
<http://www.dol.wa.gov>
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